



City of Pacific Grove
Established Date: 12/18/2013

TRAFFIC ENGINEER

SUMMARY: Under general supervision, performs professional engineering work in developing, reviewing and evaluating traffic engineering projects, development proposals, traffic control, and City planning studies.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develops plans and priorities for traffic engineering, transportation planning, traffic signal and control systems, development review, roadway and intersection design, and inspection protocols.
- Manages the design, installation, and operations of the City's traffic control devices; provides design support for City projects, and coordinates interdepartmental projects and traffic management issues.
- Develops solutions to address traffic planning and engineering issues; prioritizes traffic control projects, monitors results, and ensures that all project and service issues are addressed and resolved; ensures effective communication of traffic engineering issues, and coordinates the evaluation and resolution of regional traffic engineering issues with City departments, and federal and regional agencies.
- Inspects traffic engineering projects, and work zone traffic control plans to ensure they meet City safety standards, and California Department of Transportation (Caltrans) standards and requirements.
- Manages traffic engineering and planning projects to maximize budgeted resources; ensures timely completion of projects, and compliance with state and federal regulations.
- Exercises independent judgment within broad policy guidelines; evaluates and analyzes technical issues and policies, develops solutions, advises on specialized areas of technical expertise, and ensures the highest quality engineering products are delivered on time and within budget.
- Writes analytical reports and makes technical estimates of a specialized nature in connection with engineering projects; checks and reviews final technical specifications for submittal to City Engineer.
- Assists developers to plan and define technical requirements for planned developments.
- Exercises independent judgment within broad policy guidelines; evaluates traffic and transportation issues, and develops solutions; reviews operational trends, and identifies solutions and strategies.
- Ensures the effective allocation and utilization of budgeted funds; ensures that project and program goals are met, appropriate services are provided, and operational issues are properly addressed and resolved.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Attends monthly Traffic Safety Commission meetings; provides reports to the Commission as required and makes presentations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Engineering; AND five years experience managing traffic engineering, transportation, and traffic control projects; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Federal and state regulations and regional ordinances governing civil engineering projects.
- Principles of civil engineering, traffic engineering, and transportation planning.
- Caltrans standards, protocols, specifications, and guidelines for traffic engineering projects.
- OSHA rules and safety standards in hazardous traffic environments.
- Technical principles of civil engineering, mathematics, and physics.
- Principles and practices of public sector administrative management, including accounting, budgeting, procurement, and contract management.
- Techniques and practices for efficient and cost effective management of resources.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting and applying technical standards and procedures, federal and state rules and regulations, and City policies and procedures governing civil engineering functions.
- Analyzing traffic engineering issues, evaluating alternatives, and recommending effective solutions.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions, analyzing complex variables, and reviewing and verifying mathematical calculations.
- Developing and managing engineering plans, budgets, policies, and procedures.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and federal agencies.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software, including GIS and other specialized software applications used in planning, mapping, and statistical analysis.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Registration as a Professional Engineer by the California Board for Professional Engineers is required; additional technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.